

# Vehicle Maintenance

**Job Type:** Air AGR Vacancy

**Job Number:** 15-26

**Location:** Alpena Combat Readiness Training Center - Alpena, Michigan

**Rate:** E8/SMSGT

**Open Period:** February 11, 2015 through **April 1, 2015**

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EXTENSION MICHIGAN NATIONAL GUARD

Human Resource Office

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AIR NATIONAL GUARD

ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-26

TOUR LENGTH: INITIAL TOUR FOUR YEARS

CONTINUATION TOUR SIX YEARS

OPENING DATE: 11 FEB 2015

CLOSING DATE: 1 APR 2015

POSITION TITLE: VEHICLE MAINTENANCE

POSITION GRADE: E8/SMSGT

POSITION AFSC: 2T390

LOCATION: CRTC ALPENA MI

WHO CAN APPLY:

MUST HAVE 2T370 OR 2T377 AFSC

AREA 1: ON-BOARD PERMANENT ACTIVE GUARD RESERVE (AGR) OF THE MICHIGAN AIR  
NATIONAL GUARD

MINIMUM GRADE E6/TSGT

MAXIMUM GRADE E8/SMSGT

AREA 2: OPEN TO ALL CURRENT TRADITIONAL GUARD MEMBERS OF THE MICHIGAN AIR NATIONAL GUARD

MINIMUM GRADE E6/TSGT

MAXIMUM GRADE E7/MSGT PROMOTION POTENTIAL TO FULL GRADE OF POSITION UPON CONTROL GRADE AVAILABILITY

AREA 3: OPEN TO THOSE ELIGIBLE FOR ENLISTMENT IN THE MICHIGAN AIR NATIONAL GUARD AT THE E6/TSGT RANK OR HIGHER

MINIMUM GRADE E6/TSGT

MAXIMUM GRADE E7/MSGT PROMOTION POTENTIAL TO FULL GRADE OF POSITION UPON CONTROL GRADE AVAILABILITY

(PRIOR MILITARY MEMBERS NEED TO SUBMIT DD 214 OR NGB 22 TO VERIFY ELIGIBILITY

PER ANGI 36-101 ANY APPLICANT SELECTED WHO DOES NOT POSSESS THE AFSC, MUST SIGN AN AGREEMENT TO RETRAIN

Applicants for E-8 positions, must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI36-2101.

Enlisted Airmen who apply for a position which would cause an overgrade MUST indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen. Acceptance of demotion MUST be in writing and included in the application package.

## POSITION INFORMATION

### BRIEF DESCRIPTION OF DUTIES:

- Plans, organizes and directs vehicle management activities.
- Ensures adequate manpower authorizations, personnel, tools, equipment, spare parts, and work space are available.
- Establishes production goals, quality controls, operating instructions, annual budgets and self-inspection programs.
- Maintains liaison with users and supply organizations regarding spare parts requirements.
- Promotes customer satisfaction.
- Initiates action for interservice and intraservice vehicle maintenance support requests from other

Department of Defense agencies.

- Oversees fleet management and analysis, as well as maintenance activities responsible for vehicle repair, analysis, training, parts procurement and contingency planning to ensure effective use of maintenance resources.
- Coordinates on and assists using organizations with processing procedures for vehicle authorization changes.
- Reviews and coordinates on vehicle abuse, accident, and incident cases.
- Provides input to and reviews the Aerospace Expeditionary Force (AEF) Reporting Tool.
- Ensures accountability for vehicle fleet, tools, equipment, space, supplies and facilities.
- Monitors and validates vehicle authorizations, new vehicle requests, annual vehicle buy program, limited technical inspections, vehicle depot-level repair requirements, vehicle add-on equipment request, reimbursement and refundable actions, vehicle utilization, vehicle minimum essential levels, vehicle priority recall list, vehicle and part warranties, manpower changes, requirements, and facility upgrades.
- Monitors parts procurement programs to ensure compliance with all applicable guidance.
- Monitors related contracts and identifies problems to the contract administrator.
- Supervises programs affecting depot level repairs, shipment of vehicles, maintenance priorities, record keeping, material deficiency reporting, preventative maintenance and inspections, special inspections, fleet management, registered equipment management and analysis to ensure regulatory compliance.
- Oversees the collection, control and disposition of hazardous and toxic waste material accumulations, vehicle lease program and vehicle control program.
- Ensures compliance with developed safety practices, policies and standards.
- Reviews and approves vehicle lesson plans for compliance with technical data and safety standards.
- Reviews vehicle/equipment modification request for safety and compliance with technical data, forwards request to approval authority if valid.
- Periodically inspects maintenance, repair sections, fleet management, analysis and material control.
- Determines operational status and solves complex maintenance, fleet management, supply and personnel problems.
- Analyzes maintenance reports, past and current performance, and inspection reports to ensure cost effective operations, timely preventive maintenance, repairs and rebuilding of vehicular equipment.

- Identifies unfavorable trends as they occur.
- Initiates corrective actions and revises procedures to improve effectiveness and eliminate deficiencies.
- Monitors and coordinates on military construction projects affecting vehicle management areas.

#### SPECIALTY KNOWLEDGE:

- Knowledge is mandatory of: maintenance and fleet management policies and procedures; maintenance analysis activities; contract administration and evaluation; supply and inventory management; publications; technical order and material deficiency reporting systems; On-Line Vehicle Interactive Management System and Logistics Installation and Mission Support Enterprise View – Vehicle View; base supply procedures and allowances standards; training requirements and programs; Air Force manpower standards and their application; facility requirements; and Air Force Occupational Safety and Health standards.
- Qualification in and possession of AFSC 2T370/77.
- Also, experience is mandatory managing functions such as vehicle maintenance and fleet management activities.
- The following are mandatory for award and retention in this specialty.
- Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
- Must possess a valid state driver's license to operate GMVs and vehicular equipment for "Maintenance Purposes Only" in accordance with AFI 24-301.
- For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professionals.

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#### APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

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HOW TO APPLY: Individuals who meet the Duties, Responsibilities, and Special Information Criteria for this position must submit a complete AGR application package to: [ng.mi.miarng.mbx.jobs-staffing@mail.mil](mailto:ng.mi.miarng.mbx.jobs-staffing@mail.mil)

1. DO NOT send application directly to the HRO Office (hand carry, US Post Office, etc). In the event that an applicant is unable to use the email address provided (I.E. rejection email) or is a deployed Airman without accessibility please call 517-481-7708 and you will be provided additional instructions. Applicants must provide documentation in the event that this occurred (I.E. rejection email).

2. \*AT A MINIMUM YOUR PACKET SHOULD INCLUDE THE FOLLOWING:

- a. COMPLETED NGB FORM 34-1 signed and dated with the job announcement and title. (Do not submit an SF Form 171 or OF 612). Due to personal identifiable information (PII) concerns contained within Air AGR packets, we are requesting that all applications for Air AGR positions omit their home of record and social security number upon submission.
- b. Military Personnel Report on Individual Personnel (RIP) from either the vMPF or MilPDS no more than 30 days old.
- c. An official fitness score of 75% or higher within 1 year (from the AF portal).

\*Applications without all the required supporting documentation will not be considered and will not be returned.

3. Applications must be received by 2359 hours on the closing date of this vacancy announcement. Further information may be obtained by contacting the AGR Personnel Office: MSGT Shane K. Reynolds 517-481-7708, DSN 623-9708. Prior approval required for last minute faxed applications.

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NOTES

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EEO POLICY: The management of AGRs will be free of discrimination based upon race, color, religion, sex, national origin and age IAW ANGI 36-7, ANG Military Equal Opportunity Program.

ENTRY QUALIFICATION PER ANGI 36-101

- 1. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.
- 2. Enlisted personnel applying for Officer position must be eligible for commissioning upon selection for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.
- 3. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards. Airmen with a DD Form 469, Duty Limiting Condition Report reflected at the time of an AGR physical package evaluation, will not be deemed medically qualified.

However, accession of a member is possible as long as the member is medically cleared of any Duty Limitation Code (DLC)/medical profile prior to starting an AGR order.

4. Personnel must have retainability to complete the tour of military duty.

5. Applicants are subject to personal interview upon notification of time and place. Necessary travel will be at the applicant's own expense.

6. Pregnant females are eligible to apply for AGR tours. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.

7. Initial AGR tour orders are probationary. Individuals selected for continuation until retirement and electing Career Status Bonus (CSB) must be extended to the date they will achieve 20 satisfactory active duty years on their AGR orders.

8. Voluntary release from the AGR program prior to completion of tour is contingent upon approval of the Adjutant General of Michigan.